Clerk of the Superior Court
Division of Technology & Innovation

Online Exhibit Portal

Instruction Manual

10/11/2020

Version 0.01

Contents

Online Exhibit Submissions

To access the Online Exhibit Submission Form, click the following link.

Online Exhibit Submission Form

Submitting Exhibits

Online Exhibit Portal

Judicial Officer*	Form Submission Date	Form Submission Time
Court Facility*	Hearing Date*	
Case Type*	Case #*	
Submitter First Name*	Submitter Last Name*	
Submitter Email Address*		
Party First Name*	Party Last Name*	
☐ Click here if same as Submitter First Name	☐ Click here if same as Submitter Last Name	
Party Role*		
How Many Exhibits Are You Submitting?*		

Submit

Enter or select a value for any required form fields. Required fields are marked with a red asterisk * on the form. The form cannot be submitted if any required fields are missing.

Select the Judicial Officer from the drop-down list. *

> *If you've selected a Judicial Officer that does not accept Electronic Exhibits, the form will display the following message with instructions for contacting the Division directly.

>> *The Judicial Officer you have selected does not accept electronic exhibits. Please refer to the order setting the matter or contact the Division where your case is assigned directly for instructions on how to submit exhibits. Click here for a searchable list of Judicial Divisions*

Online Exhibit Portal

Judicial Officer *

The Judicial Officer you have selected does not accept electronic exhibits.

Please refer to the order setting the matter or contact the Division where your case is assigned directly for instructions on how to submit exhibits.

Click here for a searchable list of Judicial Divisions

Cancel

- Select the Court Facility from the drop-down list.
- Select the Hearing Date by using the Date Picker.
- Select the Case Type from the drop-down list.
- Enter the Case # in the Case # field.
- Enter the First Name of the person submitting the Exhibits in the Submitter First Name field.
- Enter the Last Name of the person submitting the Exhibits in the Submitter Last Name field.
- Enter the Submitter Email Address in the Submitter Email Address field.
- Confirm the Submitter's Email Address in the Submitter Email Address Confirmation field.
- Enter the Party First Name in the Party First Name field or click the "Click here if same as Submitter First Name" check box to automatically populate the field with the same value as Submitter First Name.
- Enter the Party Last Name in the Party Last Name field or click the "Click here if same as Submitter Last Name" check box to automatically populate the field with the same value as Submitter Last Name.
- Select Party Role from the drop-down list.
- Enter the number of Exhibits to be submitted in the How Many Exhibits Are You Submitting field.

Online Exhibit Portal

Judicial Officer *	**Form Submission Date** **Form Submission Time**
LastName, FirstName ▾	
Court Facility *	**Hearing Date** *
CENTRAL COURT COMPLEX ▾	12/31/2020
Case Type *	**Case #** *
CIVIL (CV) ▾	CV2020-999999

Is this a Jury Trial? *
◯ Yes ● No

Submitter First Name *	**Submitter Last Name** *
Joe	Submitter
Submitter Email Address *	**Validate Submitter Email Address** *
joe@lawoffice.com	joe@lawoffice.com
Party First Name *	**Party Last Name** *
Sally	Litigant
☐ Click here if same as Submitter First Name	☐ Click here if same as Submitter Last Name

Party Role *
CLAIMANT ▾

How Many Exhibits Are You Submitting? *
2

Attaching 10 or Fewer Exhibits

How Many Exhibits Are You Submiting? *
2

If the number entered in the How Many Exhibits Are You Submitting field is 10 or less, the form will display the following with an Exhibits Upload section and button to attach each Exhibit.

> ***Please upload each individual exhibit separately. Please name your files by the Exhibit Number (i.e. Exhibit1.pdf, Exhibit2.pdf, etc.).***

> *If you need to upload more than 10 exhibits, please change the Number of Exhibits Submitted above to match the number of exhibits you plan to submit.*

> ***If an exhibit is rejected due to an invalid file type, the submitter will receive a "rejection" notice email to the inbox of the submitter Email Address entered on the form.***

> *Audio and Video files are currently not allowed or accepted.

Exhibit Uploads

Please upload each individual exhibit separately. Please name your files by the Exhibit Number (i.e. Exhibit1.pdf, Exhibit2.pdf, etc.).

If you need to upload more than 10 exhibits, please change the Number of Exhibits Submitted above to match the number of exhibits you plan to submit.

Exhibit 1	**Exhibit 2**
Exhibit 1 *	Exhibit 2
Attach Exhibit 1	Attach Exhibit 2

- Click the "Attach Exhibit N" button to open a window for selecting the file to attach. Select the file you wish to attach for that specific exhibit and click Open. Repeat for any additional attachments.
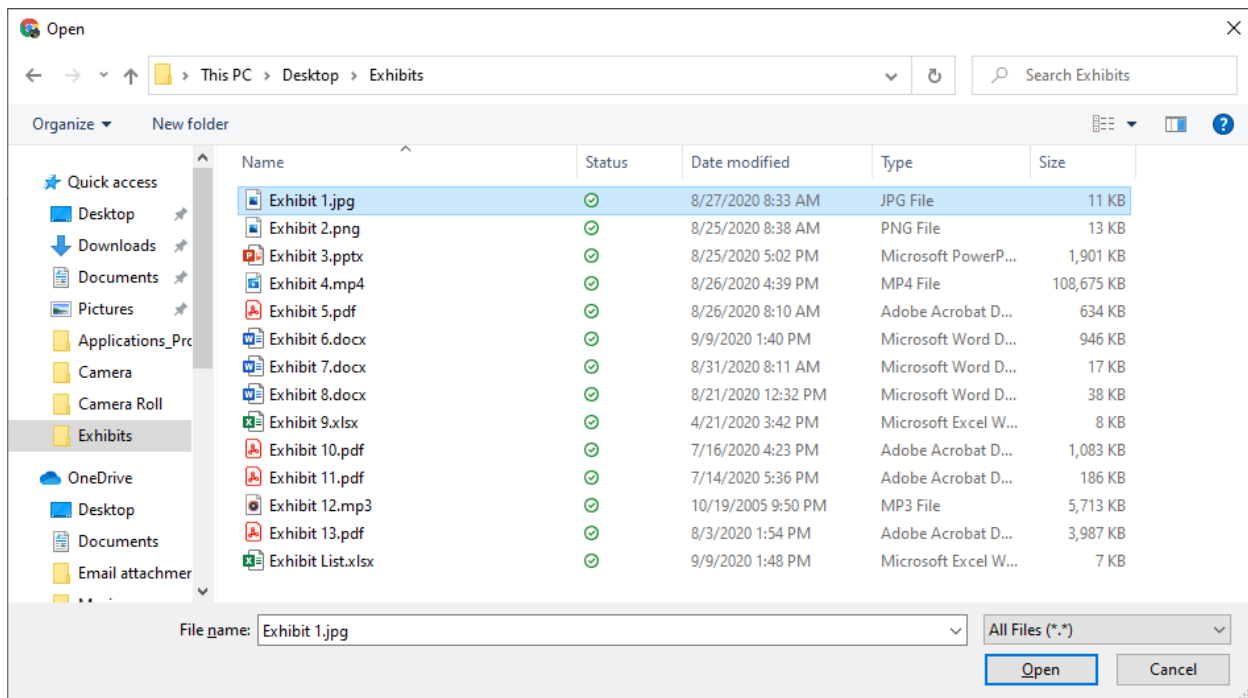
Open

This PC > Desktop > Exhibits

Search Exhibits

Organize ▾   New folder

Name	Status	Date modified	Type	Size
Exhibit 1.jpg	⊘	8/27/2020 8:33 AM	JPG File	11 KB
Exhibit 2.png	⊘	8/25/2020 8:38 AM	PNG File	13 KB
Exhibit 3.pptx	⊘	8/25/2020 5:02 PM	Microsoft PowerP...	1,901 KB
Exhibit 4.mp4	⊘	8/26/2020 4:39 PM	MP4 File	108,675 KB
Exhibit 5.pdf	⊘	8/26/2020 8:10 AM	Adobe Acrobat D...	634 KB
Exhibit 6.docx	⊘	9/9/2020 1:40 PM	Microsoft Word D...	946 KB
Exhibit 7.docx	⊘	8/31/2020 8:11 AM	Microsoft Word D...	17 KB
Exhibit 8.docx	⊘	8/21/2020 12:32 PM	Microsoft Word D...	38 KB
Exhibit 9.xlsx	⊘	4/21/2020 3:42 PM	Microsoft Excel W...	8 KB
Exhibit 10.pdf	⊘	7/16/2020 4:23 PM	Adobe Acrobat D...	1,083 KB
Exhibit 11.pdf	⊘	7/14/2020 5:36 PM	Adobe Acrobat D...	186 KB
Exhibit 12.mp3	⊘	10/19/2005 9:50 PM	MP3 File	5,713 KB
Exhibit 13.pdf	⊘	8/3/2020 1:54 PM	Adobe Acrobat D...	3,987 KB
Exhibit List.xlsx	⊘	9/9/2020 1:48 PM	Microsoft Excel W...	7 KB

Quick access
Desktop
Downloads
Documents
Pictures
Applications_Pro
Camera
Camera Roll
Exhibits
OneDrive
Desktop
Documents
Email attachmer

File name: Exhibit 1.jpg   All Files (*.*)

Open   Cancel

Exhibit Uploads

Please upload each individual exhibit separately. Please name your files by the Exhibit Number (i.e. Exhibit1.pdf, Exhibit2.pdf, etc.) prior to uploading the exhibits.

If you need to upload more than 10 exhibits, please change the Number of Exhibits Submitted above to match the number of exhibits you plan to submit.

Exhibit 1	**Exhibit 2**
Exhibit 1 *	Exhibit 2
Exhibit 1.jpg Remove	Attach Exhibit 2

Exhibit Uploads

Please upload each individual exhibit separately. Please name your files by the Exhibit Number (i.e. Exhibit1.pdf, Exhibit2.pdf, etc.) prior to uploading the exhibits.

If you need to upload more than 10 exhibits, please change the Number of Exhibits Submitted above to match the number of exhibits you plan to submit.

Exhibit 1	**Exhibit 2**
Exhibit 1 * Exhibit 1.jpg Remove	Exhibit 2 Exhibit 2.png Remove

Bulk Uploads of 11 or greater exhibits

If you need to upload more than 10 Exhibits, enter the number of Exhibits to be uploaded in the How Many Exhibits Are You Submitting field.

- When tabbing out of the How Many Exhibits Are You Submitting field, a new box will prompt if you would like to attach a list of exhibits.

How Many Exhibits Are You Submiting?*

`11`

Would you like to attach a list of exhibits?*

○ Yes ○ No

Please verify the information above is correct and click Submit below. You will receive an email with instructions for uploading exhibits through a secure online folder.

When uploading to the secure online folder, please upload each individual Exhibit as a separate file.

Please name your files by the Exhibit Number (i.e. Exhibit1.pdf, Exhibit2.pdf, etc.).

Submit

- Select the Yes radio button if you wish to attach a list of exhibits.

Would you like to attach a list of exhibits?*
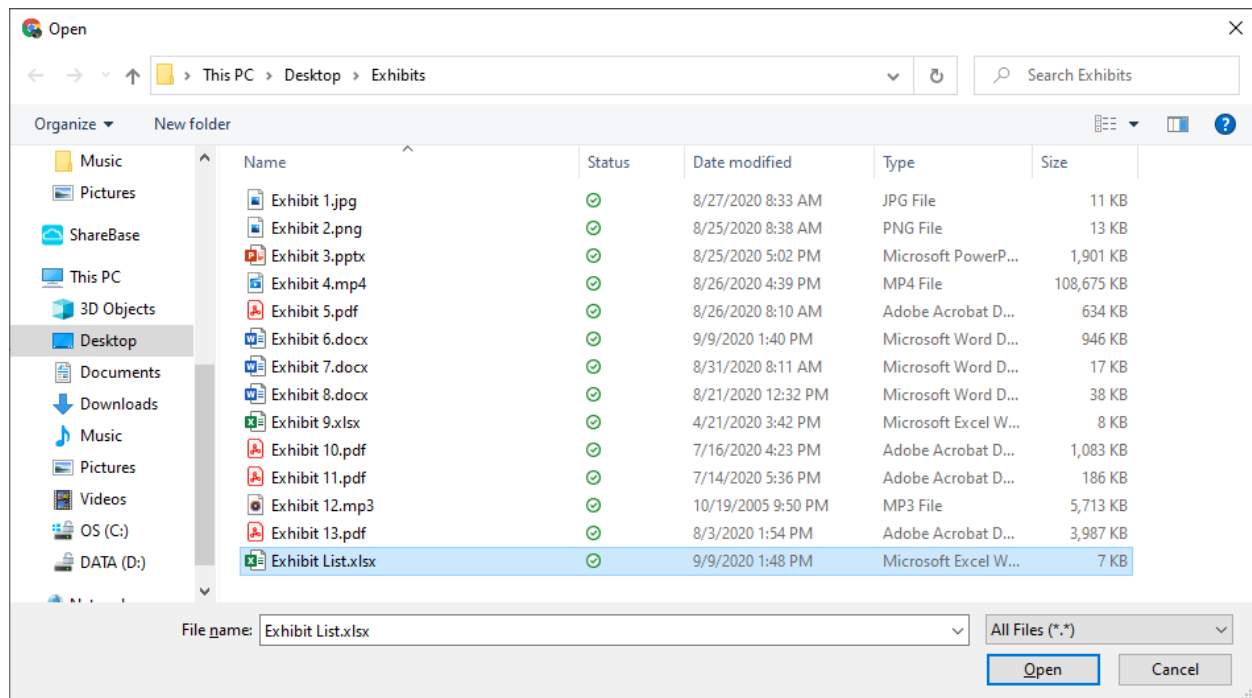
◉ Yes ○ No

Exhibit List

Exhibits List *

Attach Exhibits List

- Click the Attach Exhibits List button to open a window for selecting the file to attach. Select the file you wish to attach for the list of exhibits and click Open.

Would you like to attach a list of exhibits? *

◉ Yes   ○ No

Exhibit List
Exhibits List * Exhibit List.xlsx Remove

Judicial Officer*		Form Submission Date	Form Submission Time
███████ ▼			

Court Facility*
CENTRAL COURT COMPLEX ▼

Hearing Date*
12/31/2020

Case Type*
CIVIL (CV) ▼

Case #*
CV2020-999999

Is this a Jury Trial?*
○ Yes ● No

Submitter First Name*
Joe

Submitter Last Name*
Submitter

Submitter Email Address*
joe@lawoffice.com

Validate Submitter Email Address*
joe@lawoffice.com

Party First Name*
Sally

Party Last Name*
Litigant

☐ Click here if same as Submitter First Name

☐ Click here if same as Submitter Last Name

Party Role*
CLAIMANT ▼

How Many Exhibits Are You Submitting?*
11

Would you like to attach a list of exhibits?*
● Yes ○ No

Exhibit List
Exhibits List*
Exhibit List.xlsx Remove

Please verify the information above is correct and click Submit below. You will receive an email with instructions for uploading exhibits through a secure online folder.

When uploading to the secure online folder, please upload each individual Exhibit as a separate file.

Please name your files by the Exhibit Number (i.e. Exhibit1.pdf, Exhibit2.pdf, etc.) prior to uploading.

Submit

- Click the Submit button to submit the form and to generate the email containing a link to the Exhibits bulk upload folder.

Judicial Officer *
[redacted] ▼

Form Submission Date
[blank]

Form Submission Time
[blank]

Court Facility *
CENTRAL COURT COMPLEX ▼

Hearing Date *
12/31/2020

Case Type *
CIVIL (CV) ▼

Case # *
CV2020-999999

Is this a Jury Trial? *
○ Yes ◉ No

Submitter First Name *
Joe

Submitter Last Name *
Submitter

Submitter Email Address *
joe@lawoffice.com

Validate Submitter Email Address *
joe@lawoffice.com

Party First Name *
Sally

Party Last Name *
Litigant

☐ Click here if same as Submitter First Name

☐ Click here if same as Submitter Last Name

Party Role *
CLAIMANT ▼

How Many Exhibits Are You Submitting? *
11

Would you like to attach a list of exhibits? *
○ Yes ◉ No

Please verify the information above is correct and click Submit below. You will receive an email with instructions for uploading exhibits through a secure online folder.

When uploading to the secure online folder, please upload each individual Exhibit as a separate file.

Please name your files by the Exhibit Number (i.e. Exhibit1.pdf, Exhibit2.pdf, etc.) prior to uploading.

Submit

- Select the No radio button if you do not wish to attach a list of exhibits.
- Click the Submit button to submit the form and to generate the email containing a link to the Exhibits bulk upload folder.

The submitter will receive an email to the inbox of the Submitter Email Address entered on the form.

The email will include a link and instructions for uploading their exhibits via the ShareBase portal.

Electronic Exhibits Upload Link – Case #CV2020-9999 📩 Inbox ×

coc.dev@cosc.mail.maricopa.gov
to

Greetings,

Thank you for submitting your Exhibit Upload Form.

Please use the link below to upload your 11 exhibits for Case #CV2020-9999 to a secure folder.

The folder is set to upload only, which means you will not be able to download or view files after they are uploaded. Files will be removed from the secure folder as they are received.

Please name your files by the Exhibit Number (i.e. Exhibit1.pdf, Exhibit2.pdf, etc.) prior to uploading each exhibit.

THIS LINK WILL EXPIRE IN 24 HOURS

https://app.sharebase.com/#/folder/16/share/594-nHV--qm--w9vFyOA2Uv8OGt3asW-o
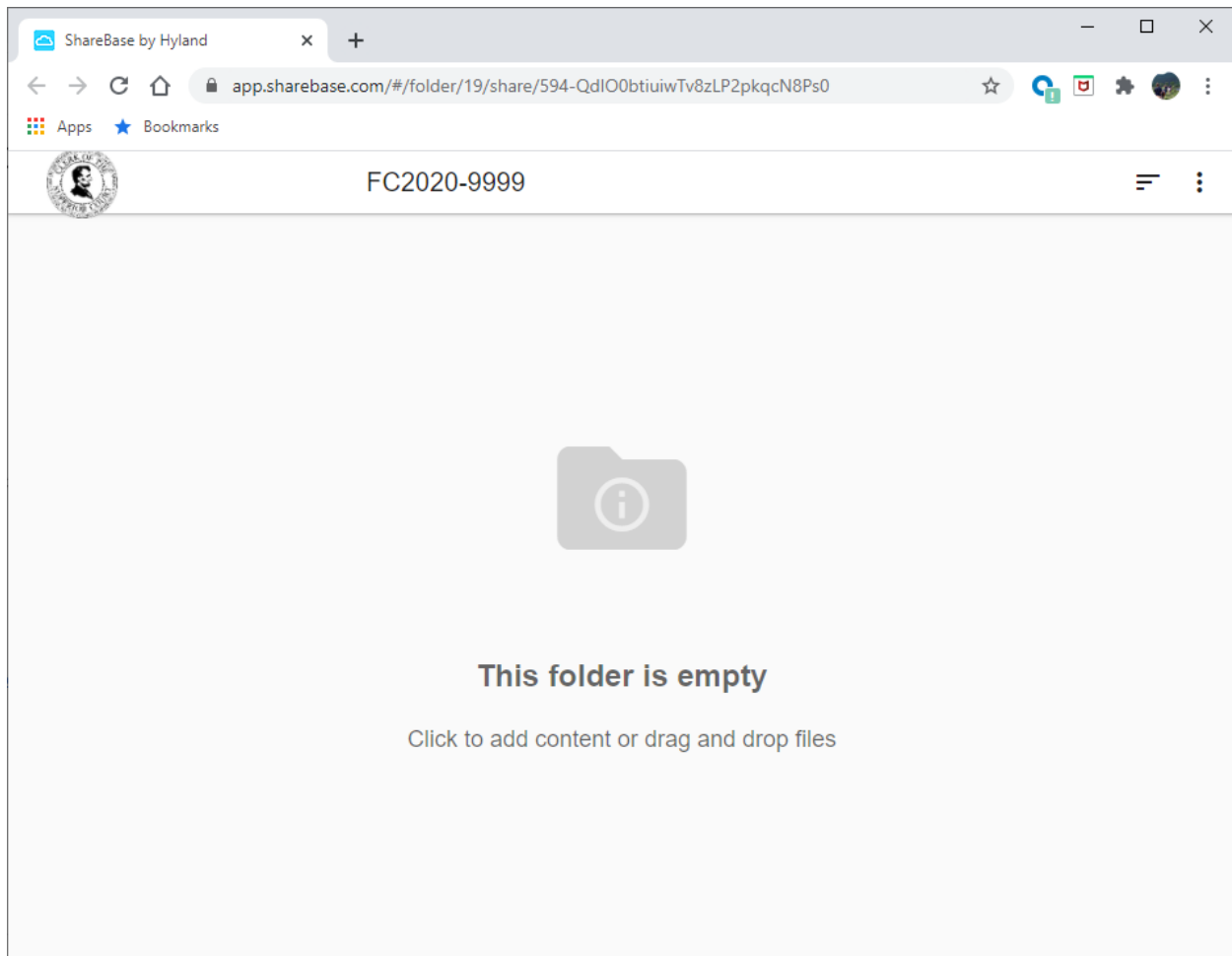
Maricopa County

Clerk of the Superior Court

Courtroom Services

- Click the link, to open the empty ShareBase folder.

FC2020-9999

This folder is empty
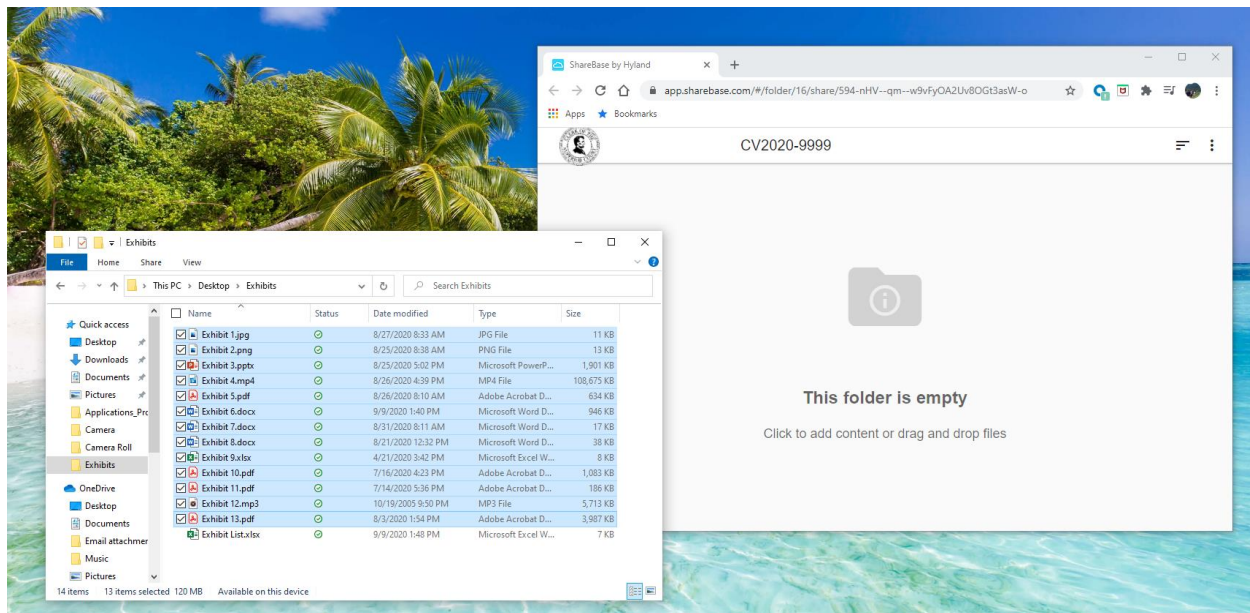
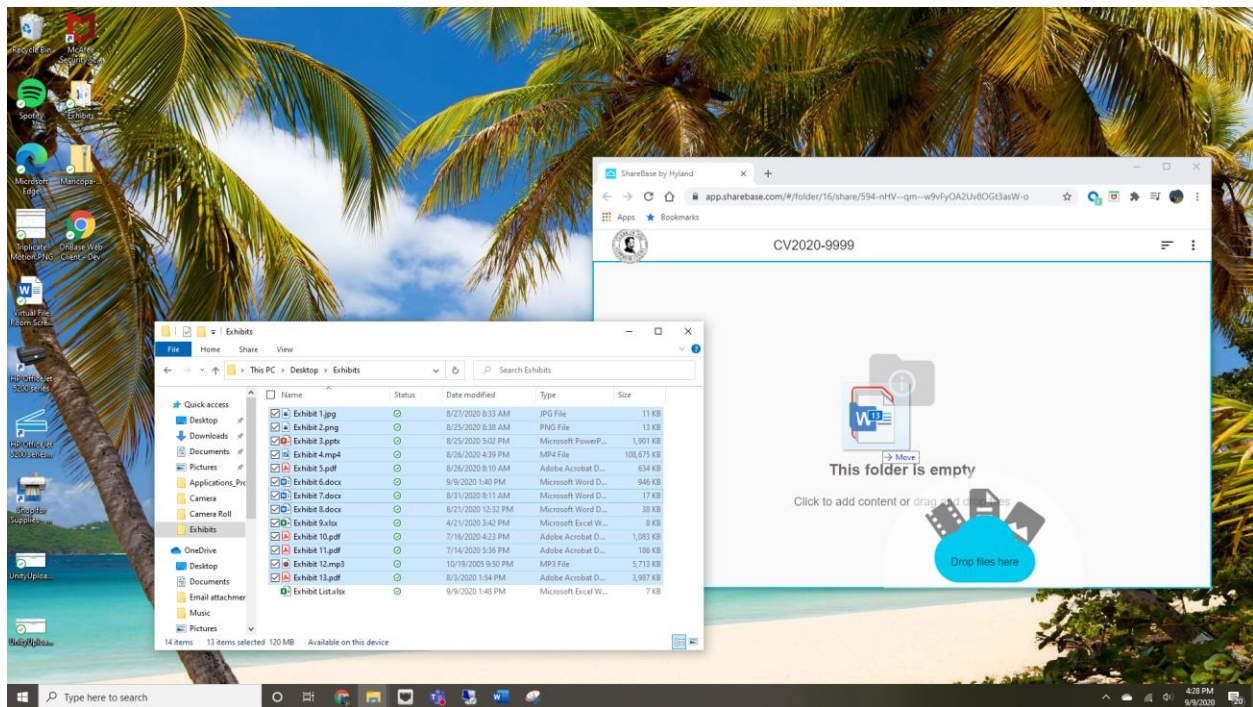Click to add content or drag and drop files

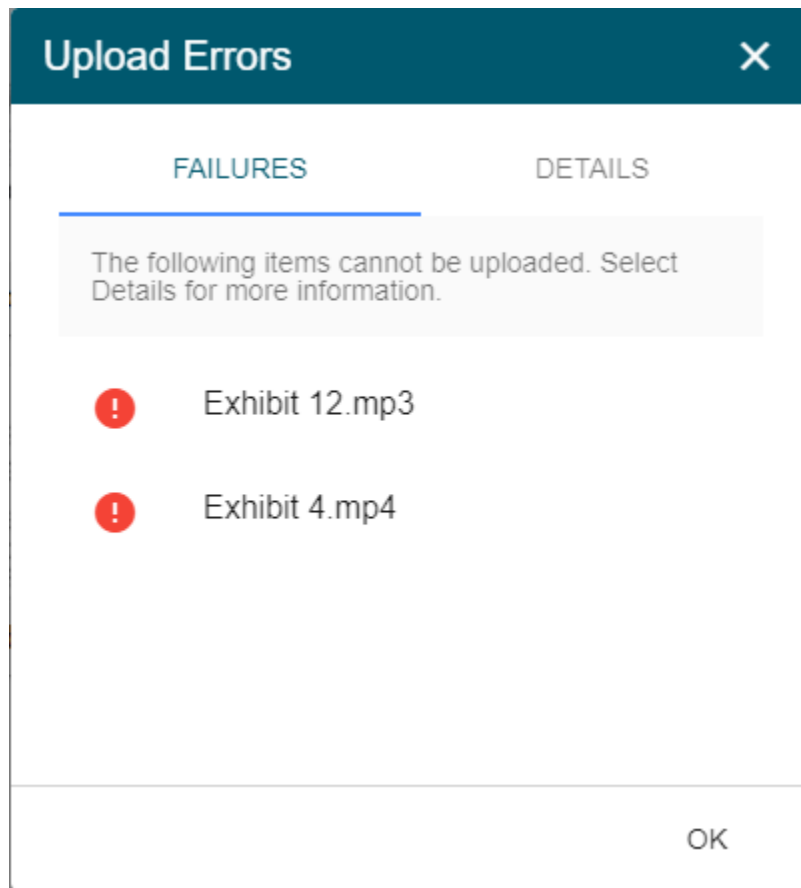- Click on the folder to open a window for selecting the files to attach.
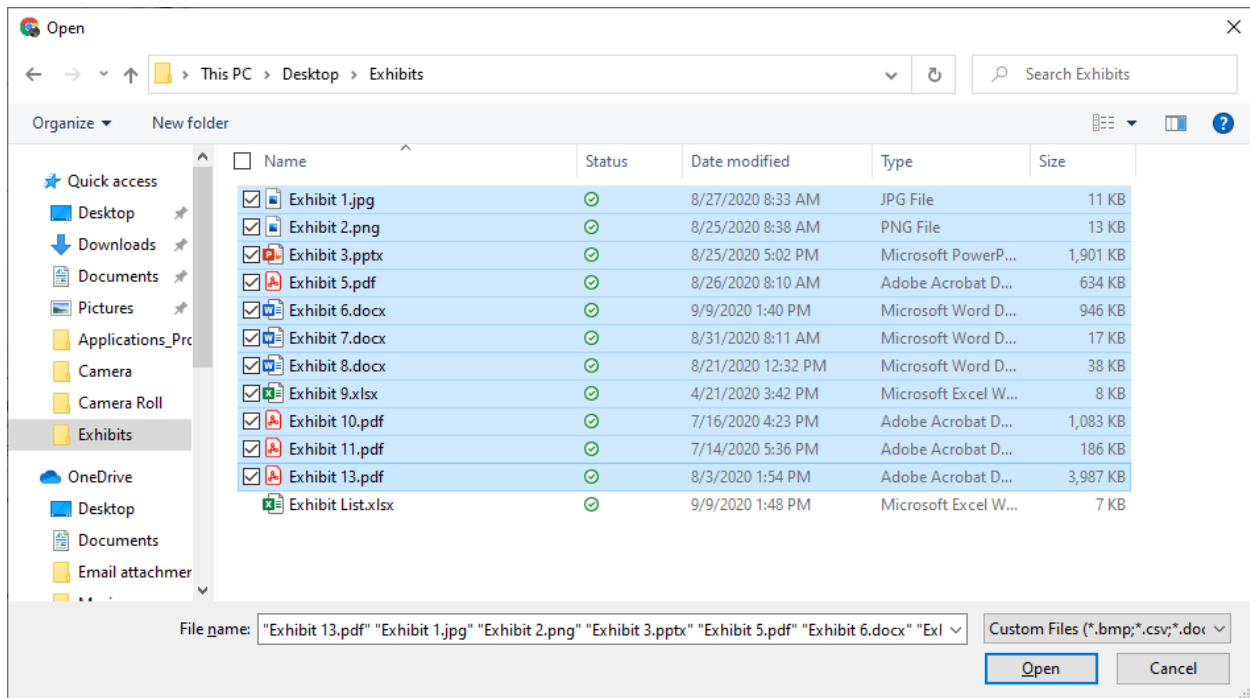
- Alternatively, the submitter can also add content to the folder by dragging and dropping files into the ShareBase folder from a folder on their computer.

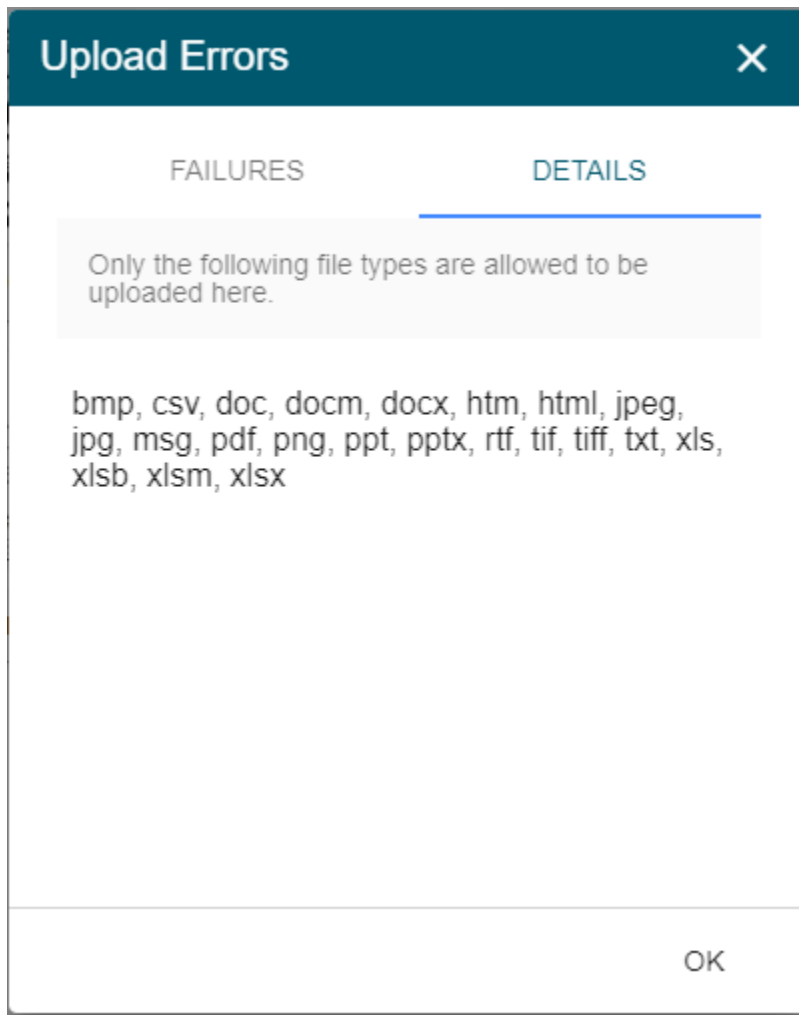- Drag and Drop the files onto the ShareBase folder.

If an invalid file type is included with the files, the submitter will receive a message indicating there are Upload Errors.

Upload Errors ✕

FAILURES	DETAILS

The following items cannot be uploaded. Select Details for more information.

❗ Exhibit 12.mp3

❗ Exhibit 4.mp4

OK

Click on the Details tab to display the error message. *

   *Audio and Video files are currently not allowed or accepted.

Upload Errors ✕

FAILURES   DETAILS

Only the following file types are allowed to be uploaded here.

bmp, csv, doc, docm, docx, htm, html, jpeg, jpg, msg, pdf, png, ppt, pptx, rtf, tif, tiff, txt, xls, xlsb, xlsm, xlsx

OK

The files are uploaded and displayed in the ShareBase folder. Once you have uploaded all exhibits and they are visible in the secure folder window, you can close your browser window. An e-mail will be sent to you when the exhibits have been received.

The folder is polled every few minutes for new files. If you return to the folder using the link, and there are no files in the folder **and** you have received an e-mail, your files have been received.